

**CITY OF CINCINNATI - DEPARTMENT OF LAW
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Law	Real Estate		79-1	Annual Budget (for this Division)	5 Years	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-2	Annual Report (for this Division - record copy in Municipal Library)	5 Years	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-3	Assessments - Card File (filed alphabetically by name of improvement, with date of resolution, date of service of notice, and date of ordinance)	1 Year after end of assessment	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-4	Attendance Report (for this Division - record of employee's attendance, vacation, and sick leave)	Current + Previous 2 Years	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-5	Billing - Personal (payroll for this Division - record copy in Finance Department)	Current + Previous 5 Years	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-6	City Bulletin (for this department)	Current Year	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-7	Claim Vouchers - Non-Personal Billing (for this Division - record copy in Finance Department)	Current + Previous 2 Years	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-8	Correspondence - (General letters & memos)	Review annually for disposal	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-9	General Index Card - by Project (filed by project or street name, date, ordinance number, file number, date closed)	Permanent	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-10	Index Card File - by Address (owner's name, address, project name, and parcel number)	Permanent	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-11	Index Card File - by Owner (owner's name, address, project name, ordinance number, date deed recorded)	Permanent	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-12	Individual Acquisition Record (filed by parcel number: provides details of real estate transaction)	Permanent	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-13	Purchase Orders (for this Division - record copy in Purchasing Department)	Current + Previous Year	Paper	03/02/1979	Richard C. W--- or M...

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Law	Real Estate		79-14	Parcel Files (filed by project name and keyed into index card files; all pertinent material on the sale and purchase of City property, lease and rental of property by the City; records on granting of easements, revocable street privileges, exchange of property control between City departments: contracts, agreements, correspondence, deeds, leases, copies of ordinances, photographs, plats, court records, and negotiation documentation)			03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-14a	Dedication & Vacation Files (streets)	Permanent	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-14b	Highway & Street Project Files	5 Years after project is closed, then review for disposal. Or, preferably microfilm 6 months after closing, destroy paper copy & retain microfilm Permanently	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-14 C 1	Property Files (fire, police, sewer facilities, etc.) Permanent Municipal Facilities	Permanent	Paper	03/02/1979	Richard C. W--- or M...

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Law	Real Estate		79-14 C 2	Project Properties	5 Years after project is closed, then review for disposal. Or, preferably microfilm 6 months after closing, destroy paper copy & retain microfilm Permanently	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-14d	Sewer & Grade Crossing Files	5 Years after project is closed, then review for disposal. Or, preferably microfilm 6 months after closing, destroy paper copy & retain microfilm Permanently	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-14e	Park & Recreation Files	Permanent	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-14f	Title Examination Note Files	Permanent	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-15	Personnel Files (for this Division - record copies in Solicitor's Office)	1 Year after termination of employment, and after review with Solicitor's Office	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-16	Sidewalk Notices (filed alphabetically by street)	1 Year after expiration date	Paper	03/02/1979	Richard C. W--- or M...
Law	Real Estate		79-17	Time Sheets (O.R.C. 2305.11)	3 Years then review for disposal, provided audited.	Paper	03/02/1979	Richard C. W--- or M...
Law	Civil		79-1	Annual Budget (for this department)	5 Years	Paper	04/20/1979	Luebbers, Thomas A.

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Law	Civil		79-2	Annual Report (for this department - record copy in Municipal Library)	5 Years	Paper	04/20/1979	Luebbers, Thomas A.
Law	Civil		79-3	Bond Files (bond sale files, bond ordinances, and supporting papers)	2 Years after last issue is paid	Paper	04/20/1979	Luebbers, Thomas A.
Law	Civil		79-4	City Bulletin (for this department)	Permanent	Paper	04/20/1979	Luebbers, Thomas A.
Law	Civil		79-5	Claim Files (name of claimant, address, description of damage, estimates, request for payment, report by department concerned, correspondence, and determination: claim accepted or rejected, explanation if paid, request for voucher and release)	3 Years from the date of incident, provided no action is pending and provided no minors are involved.	Paper	04/20/1979	Luebbers, Thomas A.
Law	Civil		79-6	Claim Vouchers (for this department - record copy in Finance Department)	Current + Previous 2 Years	Paper	04/20/1979	Luebbers, Thomas A.
Law	Civil		79-7	Correspondence - General	Review annually for disposal	Paper	04/20/1979	Luebbers, Thomas A.
Law	Civil		79-8	Docket Cards (status of case & court action)	Current + previous year	Paper	04/20/1979	Luebbers, Thomas A.
Law	Civil		79-9	Legislation Files (ordinances and resolutions passed by Council)	10 Years, then review for disposal	Paper	04/20/1979	Luebbers, Thomas A.
Law	Civil		79-10	Payroll Attendance Records (for this department - record of employee sick leave, vacation, and hours worked - record copy in Finance Department)	Current + Previous 3 Years	Paper	04/20/1979	Luebbers, Thomas A.
Law	Civil		79-11	Payroll Registers (for this department - record copy in Finance Department)	Current + Previous 2 Years	Paper	04/20/1979	Luebbers, Thomas A.
Law	Civil		79-12	Personnel Files (for this department)	2 Years after termination of employment	Paper	04/20/1979	Luebbers, Thomas A.
Law	Civil		79-13	Purchase Orders (for this department - record copy in Purchasing Department)	Current + previous year	Paper	04/20/1979	Luebbers, Thomas A.

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Law	Civil		79-14	Requisitions (for this department - record copy in Purchasing Department)	Current + previous year	Paper	04/20/1979	Luebbers, Thomas A.
Law	Civil		79-15	Solicitor's Case Files (record copy retained by Clerk of Courts)	Review for disposal 1 year after case is closed/settled	Paper	04/20/1979	Luebbers, Thomas A.
Law	Civil		79-16	Solicitor's Opinions (filed by subject)	Permanent	Paper	04/20/1979	Luebbers, Thomas A.
Law	Civil		79-17	Formal Solicitor's Opinions (bound chronologically) and Index (card file)	Permanent	Paper	04/20/1979	Luebbers, Thomas A.